PERMITS AND INSPECTIONS

HOW TO APPLY FOR A BUILDING PERMIT

DO I NEED A PERMIT?

A building permit is required for new construction, demolition, remodeling or addition to a structure.

Other work requiring a permit includes, but is not limited to; windows and patio doors, carports, accessory structures exceeding 120 square feet, patio covers and most decks, bathroom and kitchen remodeling, termite and dry rot repairs, roofing and solar panels.

Permits are also required for plumbing and sewer work, mechanical work including furnaces and water heaters, and electrical work.

If you are in doubt as to whether a permit is required for your project, call the Community Development Department before starting.

WHO MAY APPLY FOR A PERMIT?

Property owners, authorized agents or licensed contractors may apply for a building permit. Contractors must provide Certificate **of Workers Compensation Insurance**. Property owners doing their own work will be required to sign the **Owner-Builder Verification** stating that they are actually doing their own work and are exempt from the requirement of having Workers Compensation Insurance, or they will be required to provide a certificate of insurance.

HOW DO I APPLY FOR A PERMIT?

The permit issuance process can be as simple as submitting the completed application form, having it reviewed by the Building Department Staff and having the permit issued after paying fees. For projects requiring plans, provide **three** complete sets of plans including energy, structural calculations, and truss specifications as necessary.

HOW MUCH WILL IT COST?

Building permit fees are based on the total estimated construction cost according to building valuation (per square foot) or contract price, including all materials and labor involved in the proposed work. A plan-checking fee is assessed at the time of plan submittal.

Plumbing, electrical, and mechanical permit fees are based on unit prices (such as how many receptacles, sinks, fans, etc).

For work done without permits, investigative fees are charged in addition to the normal fees for such work.

PREPARATION OF RESIDENTIAL PLANS

GENERAL REQUIREMENTS FOR NEW CONSTRUCTION AND ADDITIONS

Plans prepared by a design professional such as an architect or engineer must be stamped and signed on each applicable page. All pages must be numbered, with a title block including, job address, owner name, designer's name designer's address and phone number. No marked-over or altered plans will be accepted. If revisions are necessary or additional information is required the original drawings must be corrected and resubmitted.

Plans should be a minimum of 11" x 17" and for larger projects 24" x 36". All drawings must be to scale. Floor plans, elevations, foundation and framing plans must be drawn to a minimum scale of 1/4" = 1'. Graph paper is only acceptable if the grid lines are easily distinguishable from the drawing lines, including copies.

Completeness and clarity of the drawings is essential to avoid delays in issuance of your permit. Remember that the plan checker can only review your plans to the level of the information you supply. Your plans would be considered complete if you could give them to a total stranger and he or she could understand how the building will be constructed and what the finished project will look like.

ENGINEERED DESIGNS

When any portion of any structure deviates from substantial compliance with conventional framing requirements for wood-frame construction found in the code, the construction documents must be approved and stamped by a California licensed architect or engineer for that irregular or nonconforming portion of work. Two copies of structural calculations for such design with the designer's stamp, signature, and license number must be submitted. All design elements required by the calculations must appear on the plans. The builder or field inspector should not need to refer to the calculations to see how the structure is to be built.

INFORMATION REQUIRED ON DRAWINGS

For purposes of accuracy and clarity in plan review, construction and inspection processes, the following minimum plans standards are required.

Use this as a checklist when preparing your plans. Some items may not apply to your project but if you address all of those that do, unnecessary delays in the plan review process can be avoided. If you have questions about any of the items on this list we can discuss them with you.

Plot Plans must be provided for new buildings and for any work, which alters the footprint of an existing building. Plot plans must be drawn to a common engineers scale and must show:

- Property lines
- Lot dimensions
- Front, rear, and side setback distances to buildings
- Topographic features such as lot slope, trees and drainage flow
- All existing and proposed structures on the property including all covered patios, porches, roof overhangs, and driveway location.
- The proposed building's exterior dimensions
- All public and private easements
- Underground gas, electric and water lines
- Proposed and existing gas and electric meter locations
- North arrow showing the compass orientation

Foundation Plans are required. They should be drawn to 1/4"=1' scale, and include:

- All continuous footings with length of each segment
- Cross-section detail(s)
- Foundations for interior bearing walls
- Location of all pier footings (centers dimensioned in both directions)
- Size and depth of all pier footings
- Anchor bolt size and spacing, and types of post anchors
- Holdown locations and types - include bolt specification where applicable

For wood-framed floors the following are also required:

- Sizes of girders and joists
- Spacing of girders and joists
- Spans of girders and joists
- Additional joists or blocking under interior Braced Wall Panels
- Location and size of underfloor access
- Underfloor ventilation locations and calculations

For slab floors the following is also required:

- Footings or thickened slab under interior Braced Wall Panels with details for sill attachment.
- Vapor retarder below slab for habitable areas.

Floor Plans are required. They should be drawn to 1/4" = 1' scale, and include:

- A separate plan for each floor level
- Descriptions and dimensions of all rooms
- Locations and descriptions of all Braced Wall Panels
- Locations and sizes of doors and windows
- Description of window types (and doors if glazed)
- Locations and sizes of skylights (indicate if openable)
- Changes of ceiling height
- Location and size of attic access opening(s)
- Landings and stairs
- Plumbing fixtures and appliances
- Location and description of room heaters
- Location of heating and cooling appliances
- Method of providing combustion air for fuel-burning appliances in confined spaces
- Locations of electrical service panel, sub panels, receptacles, lights, switches, fans and smoke detectors (may need to be shown on a separate electrical plan if the floor plan is too crowded to maintain clarity)
- Header sizes for all openings in bearing walls
- For additions, adjacent existing rooms must be included
- For alterations to existing rooms, plans must show existing layout and proposed room changes.

Floor Framing Plans for the first story can be included in the foundation plan. If the building has more than one floor level, a separate floor-framing plan must be provided for each level unless no floor is above the other at any point (split level). See wood-framed floor section of foundation requirements.

Roof Framing Plans are required for all site-framed roofs. They are also required for site-framed portions of truss roofs, such as California framing, porch roofs, etc. Ceiling framing may be included on the roof-framing plan if adequate clarity can be maintained. Complex structures may need separate roof and ceiling framing plans. Plans must include:

- Sizes of rafters and joists
- Spacing of rafters and joists
- Spans of rafters and joists
- Locations and sizes of purlins
- Location of each purlin support, showing where a beam supports it or bearing wall
- Location, size, grade and span of each roof or ceiling beam
- Location and size of posts supporting roof or ceiling beams
- Attic ventilation locations and calculations

For truss roofs all of the following must be submitted:

- Truss layout
- Engineering for each truss and gable
- Gable stud bracing detail

Section Views are helpful for clarifying framing in complex buildings. Even in simple structures a typical section view can be very helpful. More complex buildings may require several section views.

Elevation views are required for each side of all new construction. They are usually drawn to 1/4" = 1' scale, but may be drawn to 1/8" = 1' scale if clarity is maintained. They should show:

- Approximate grade including actual slopes at the site
- Type of siding and roofing
- Windows, doors and skylights
- Architectural finish features
- Porches and decks
- Chimney extensions

Title 24 Energy Compliance Forms are required for projects creating heated or cooled space. These forms will show your method of compliance with California Energy Commission regulations for energy conservation. Basic forms are available from the Building Department, compliance forms for most projects are best prepared by an experienced professional. San Bruno is located in Climate Zone Three.

Simple projects may not require all of the items noted above. Each plan must provide the accuracy and clarity necessary for plan review, construction and field inspection. Plans that are inadequate for these purposes may be returned as incomplete, delaying your project.

DEPARTMENTAL CLEARANCES

Depending on the scope of the project, clearance may be required from the following departments:
Clearance is required from the School District for residential projects, which add 500 or more square feet.
Clearances are also required from the City Planning, Fire and Engineering Departments.

INSPECTIONS

It is the responsibility of the permit holder to notify the Building Department prior to covering work that requires inspection. Not all of the following inspections will apply to every job. If you are not sure which inspections pertain to your project, check with the Building Department before covering or continuing. Failure to call for a required inspection may result in your having to dismantle completed work to expose the area in question for inspection. Be sure that the permit, approved set of plans, and any related paper work, are available for the inspector at the time of inspection.

Setbacks – (clearly marked property lines) For some projects a survey will be required, and a certificate of compliance from a State licensed Surveyor.

Foundation - After grading, forms and steel placement is completed; trenches are cleaned out; and before pouring any concrete. Anchor bolts and embedded portions of hold-downs must be secured in place.

Underground Plumbing - All plumbing, including under slabs, must be inspected before any portion of it is covered. Drainage plumbing must be tested with a 10' head of water or 5 pounds of air on a gauge, which reads maximum 10 pounds full scale and has 1/10-pound markings. Water supply piping can be tested with working water pressure at site.

Slab - After grading, forming and steel placement is completed; trenches are cleaned out; after all piping, conduit etc., has been placed and inspected; and before pouring any concrete.

Underfloor - After all joists, girders, blocking, plumbing, heat ducts (with required insulation), electrical conduits and wiring have been installed and before any underfloor insulation has been installed.

Roof Sheeting – After roof framing and plywood nailing are complete and prior to covering. This inspection is usually done at the same time as exterior sheathing.

Exterior Sheathing - The nailing of sheathing, shear panel and brace panel areas, also all hold-downs, clips and straps are inspected.

Exterior Lath (stucco wire) - After all lathing, flashings and weep screed are in place.

Frame - After the roof is on and the exterior has been enclosed; framing, fire blocking and bracing is in place; and all pipes, chimneys, plumbing and heating vents and electrical wiring are complete.

Plumbing – All plumbing work must be inspected prior to covering. All new sewer lines, water lines and gas lines are required to under test for rough plumbing inspection.

Electrical - All electrical work must be inspected and approved before anything is covered. All fixtures must be inspected and approved at final inspection.

Mechanical - All flues, vents, heating ducts and chimneys must be inspected and approved after installation and before they are covered.

Insulation - After framing is approved, attic eave vents are baffled, insulation is installed, window and doorframes are caulked and sealed, and plate penetrations fire stopped and caulked.

Sheetrock - After all sheetrock has been installed, and prior to any taping.

Shower Pan – Job formed shower pan inspection is made after the pan is framed and hot-mopped or other approved shower pan lining material has been installed. A shower pan test must include completed drain connections with pan drain plugged and pan filled with water to top of dam, removal of the drain plug to verify that the weep system is working. The pan must slope ¼" per foot to drain, and drain completely with no standing water.

Gas Test - Gas piping including extensions to existing systems must be pressure tested with an approved gauge of 1/10 pound increments or less, the minimum initial test time is 10 minutes. A final test will be conducted after the sheetrock is installed. All gas appliances must be inspected and approved.

Roofing - All roofs require an in-progress, and a final inspection. San Bruno does not allow any overlays; a tear off of all old roofing materials is required. A class B fire rating minimum roofing material is required.

Smoke Alarms/Carbon Monoxide Alarms – All permits regardless of type or valuation will require a smoke alarm inspection in order to final the permit. Dwelling or sleeping units that have attached garages or fuel-burning appliances will also require carbon monoxide alarms.

Final – After all required inspections have been completed, the building is ready to occupy, any drainage work complete. If there are requirements or conditions associated with other departments, it is required to complete all conditions of approval prior to calling for final inspection from the building department.

The telephone number to request inspection is (650) 616-7076, or 7074 during normal business hours.

The approved Job Copy of the plans and the permit must be on-site and available to the inspector at the time of the inspection. If the approved plans are not available the job may be considered not ready for inspection, causing a delay to your project. If the work is not ready for inspection, a reinspection fee of $125.00 can be charged.

If you have a question regarding a specific inspection, the inspectors are available in the office: 8:00 - 9:00 a.m. and 4:00 - 5:00 p.m., Monday through Friday.